



February 2, 2017

KANSAS BULLETIN NO. KS300-17-30

SUBJECT: LTP–Environmental Quality Incentives Program Deadlines

Action required by: March 3, 2017 (Field Offices [FOs])
April 28, 2017
July 3, 2017

May 5, 2017 (Area Offices [AOs])
July 14, 2017

Purpose: To announce the Fiscal Year (FY) 2017 Environmental Quality Incentives Program (EQIP) action dates for all General EQIP Ranking Categories and the National and Landscape Initiatives (exception: Anderson Creek Wildfire Initiative will follow deadlines specified under Kansas Bulletin KS300-17-18–Anderson Creek Wildfire Initiative).

Expiration Date: September 30, 2017

Deadlines

Servicing offices shall notify location county offices of applications received in their counties by **March 3, 2017** (e.g., Seneca servicing FO shall notify the Marysville location FO of the application number and ranking category of an application with land [or the majority of land] physically located in Marshall County). Field offices shall work together to ensure application ranking is completed in a timely manner.

Applicants without current eligibility determinations processed by the Farm Service Agency (FSA) (see Title 440-Conservation Program Manual (CPM), Part 512, Subpart C, Section 512.24) must be notified by mail with a Program Eligibility Certification Letter by **March 3, 2017**. A template letter can be found in ProTracts or 440-CPM, Part 512, Subpart J, Section 512.91. The participant must file or update the required certifications within 30 days of receipt of this letter for Natural Resources Conservation Service (NRCS) to consider the application for current ranking period. The application will be determined ineligible if eligibility status of the participant is not updated within the 30 day period.

If ineligibility is confirmed, the field office must notify the participant by certified mail using the Ineligibility Determination for Conservation Program Contract Letter, which provides appeal rights according to 440-CPM, Part 510. The letter template can be found in 440-CPM, Part 512, Subpart J, Section 512.93. Attachments for the template letter can be found in 440-CPM, Part 512, Subpart J, Section 512.120 and 512.121. The application status in ProTracts must be changed to “ineligible”.

(more)

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The following actions will be completed for all eligible applications by **March 3, 2017**:

- Application information entered in ProTracts:
 - Program
 - Application FY
 - Sign-up Date
 - Servicing Office
 - Location County
 - Applicant(s)
 - Fund Code
 - Application Priority

Applications will be changed to “eligible” status if the following have been completed:

- All participants entered in Protracts with:
 - Participant AGI certification flag “Y” in ProTracts
 - Participant HEL and WC certification flag “Y” in ProTracts
 - FTE certification flag “Y” in Protracts
 - Required Data Universal Number System (DUNS) and System for Award Management (SAM) registration entered in ProTracts
 - Vender information loaded matching 1199a with “Active” status vendor in ProTracts
 - Signature Authority documentation on file
- All necessary control of land affidavits on file

Applications will remain in “pending” status until all participant and land eligibility requirements have been met. Applications not received by the application cutoff date will be left in “pending” status. Applications still in “pending” status after **April 28, 2017**, will not be considered for funding during the current cutoff period.

Conservation plans will be uploaded to ProTracts and applications ranked in ProTracts by **April 28, 2017**. Applications not supported with a participant signed Application Ranking Summary from ProTracts by this date will be changed to “pending” status and not be considered for funding during the current cutoff period.

Area Offices will ensure application evaluation peer reviews are completed by **May 5, 2017**. Assistant state conservationists for field operations (ASTC-FO) shall ensure that all application evaluations (rankings) are peer reviewed (per Title 440-CPM, Part 512, Subpart C, Section 512.25[C][2][iii]) prior to preapproval of applications. Funding decisions will begin as soon as application peer reviews have been completed.

All approved applications and contract documentation will be entered in the Document Management System (DMS) for second level review of obligation by **July 3, 2017**. ASTC-FOs will ensure all contracts have been obligated in ProTracts by **July 14, 2017**.

Contact: Please forward questions, through established channels, to Joel A Willhoft, Resource Conservationist at joel.willhoft@ks.usda.gov or by calling (785) 624-3127.

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ERIC B. BANKS
State Conservationist